

ENROLLMENT

1. Enter participant information

- Click the **Enrollment** tab in Gateway
- Click **New** from the participant box
- Complete the required fields
- Identify demographics to be tracked

2. Assign participant to group

- Select an existing group or create a new group
- When adding new groups, create a name that distinguishes the new group from the existing groups

3. Assign Reading Progress Indicator

- Confirm that RPI is assigned

4. Assign participant to product(s)

- **Fast ForWord** – select the student's first Language or Reading product
- Select protocol
- **Reading Assistant** Expanded Edition – select the appropriate grade band

Customer Support

US & Canada – 888.358.0212

International – 520.917.1200

support@scilearn.com

Online Chat

<http://www.scilearn.com/support/chat.php>



ONLINE RESOURCES

Customer Connect

A resource and support center with manuals, implementation ideas and useful documents

1. Go to **www.scientificlearning.com**
2. Click **Support**
3. Scroll down to **New User**
4. Complete the registration using your Organization ID

Progress Tracker

Set up your login email to view your students' Progress Tracker reports.

1. Go to Progress Tracker at **<http://gateway.scilearn.com>**
2. Click a connection type – secure or non-secure
3. Click **Register Now**
4. Follow the prompts to create a log-in email and password
5. Associate your Organization ID and school activation code with your log-in email

Virtual Academy

Online, self-paced modules for understanding and using Fast ForWord products

1. From Customer Connect, click **Virtual Academy** or go to **www.SciLearnU.com**
2. Scroll down to **Need a Login & Password**
3. Click **Create a New Account**
4. Complete registration using your Organization ID
5. Confirmation email will be sent to you

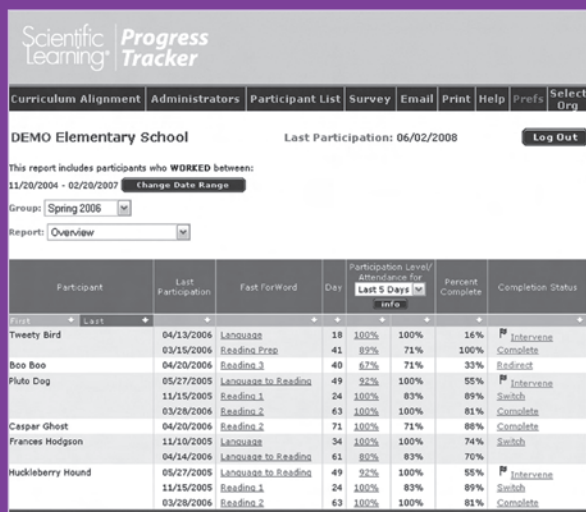
Note: check to ensure Scientific Learning email will not be blocked by your district's firewall



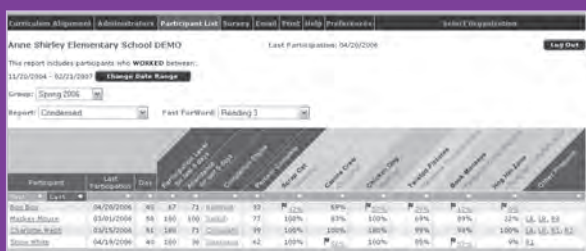
**ENCOURAGING
STUDENT
SUCCESS**

Daily Tasks

- Review **Progress Tracker Overview** or **Condensed Report** for status flags before students come to lab
 - Note those students requiring intervention and on which exercises. Make arrangements to attend to all those students
 - Note students who are nearing completion and begin making arrangements for them. They may return to class or continue with the next product
- Reward attendance and participation by looking for bonus points on the student's Success Viewer
- Assist students with updating of their personal completion charts
- Encourage, motivate and cheerlead



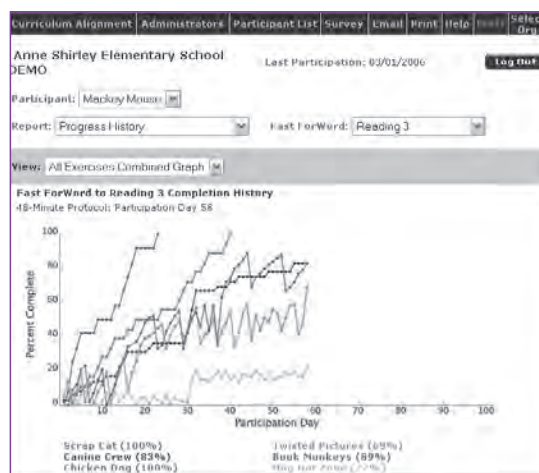
Overview Report



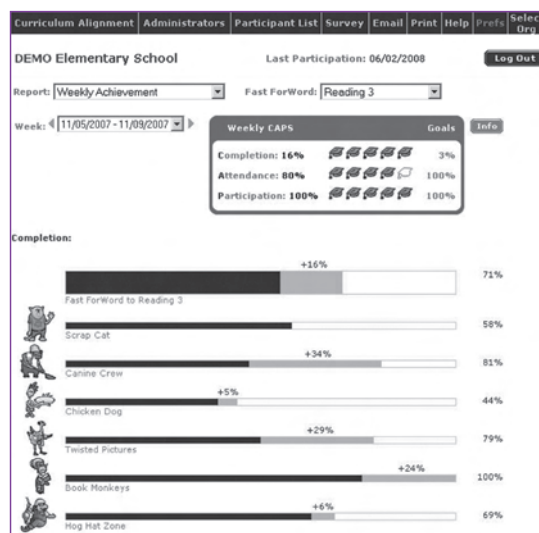
Condensed Report

Weekly Tasks

- Review **Progress Tracker Progress History** or **Error Reports** for detailed information on student progress
 - Make arrangements to provide more intensive intervention for those students showing greatest difficulty
- Conference with each student regarding their progress
 - Use **Progress Tracker Progress History** or **Weekly Achievement Report** along with students' personal completion charts
 - Analyze progress, discuss difficulties and set goals for the following week
- Identify students who would benefit from the **Progress Tracker Weekly Achievement Report** being sent home to parents. Include a personal note about the student's progress and the goals for the upcoming week
- Archive your data in Gateway



Progress History Report



Weekly Achievement Report